ARTICLE I. RULES OF ORDER

The OSU Women's Panhellenic and its Women's Panhellenic Association shall be governed by Robert's Rules of Order newly revised, except in matters specifically provided for in the Constitution, Bylaws, and OSU Panhellenic Association Policies.

ARTICLE II. AMENDMENT

These bylaws may be amended by a three fourths (3/4) majority vote of the present and voting members of Women's Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

ARTICLE III. OFFICERS

The officers of the Panhellenic Association shall be:

1. President
2. Vice President of Judicial Affairs
3. Vice President of Public Relations
4. Vice President of Programming
5. Vice President of Administration
6. Vice President of Finance
7. Recruitment Chair Coordinator and Recruitment Counselor Coordinator
8. Continuous Open Bidding Coordinator

The group of officers shall be referred to as the Panhellenic Executive Council. The officers shall serve for one year, upon installation at the end of the fall semester. After election or selection, all incoming officers shall attend Panhellenic Council meetings as ex officio members.

1. Selection of Officers
   a. The officers of the Panhellenic Executive Council, excluding the offices of Recruitment Coordinator and Continuous Open Bidding Coordinator, shall be popularly elected by one vote per chapter to be cast by ballot signed
by the Senior Panhellenic Delegate of the member groups of Panhellenic. The officers are to be elected by a simple majority.

b. Each chapter is eligible to nominate one candidate for one executive office, excluding the offices of Recruitment Coordinator and Continuous Open Recruitment Coordinator. If a chapter chooses not to nominate a candidate for an office, it may do so. No chapter will be eligible for the same elected office in consecutive years.

c. In the case the Panhellenic Association President is unable to complete her term of office; the Vice President of Judicial Affairs shall assume the duties of the President on approval of a three-fourths majority of Panhellenic Association. Vacancies in offices other than Panhellenic Association President, Recruitment Coordinator and Continuous Open Bidding Coordinator shall be filled by a junior or senior delegate from any chapter not represented on the Panhellenic Executive Council. They shall be elected by a simple majority vote of the Panhellenic Council.

d. The Panhellenic Executive Council will select the Panhellenic Recruitment Coordinators and the Continuous Open Bidding Coordinator in the fall semester. The Recruitment Coordinators and Continuous Open Bidding Coordinator shall serve on Panhellenic Executive Council with a voice, but no vote on official Council decisions.

2. Qualifications of the Executive Officers
   a. Must have attended Panhellenic meetings regularly during the semester of election for office.
   b. Must have served the Panhellenic Association during a semester in some capacity (i.e. committee work, committee Chairperson, Gamma Chi Panhellenic Executive Council Officer, Panhellenic Delegate or Junior Panhellenic Delegate).
   c. Must have at least a 3.0 cumulative grade point average.
   d. The President must be at least a second semester sophomore at the time of election.

ARTICLE IV. OFFICER DUTIES

1. The President shall:
   a. Have overall responsibility for the operation and programming of the Panhellenic Association.
   b. Preside at all regular meetings of the Panhellenic Association and call and preside at all special meetings.
   c. Call and preside at all meetings of the Panhellenic Executive Council.
   d. Represent the Panhellenic Association on University committees, events and/or meetings as requested.
   e. Report as needed to the National Panhellenic Conference Area Advisor.
   f. Meet with each Panhellenic chapter president at least once during and her term and with each chapter’s executive council at least once a semester.
   g. Plan an officer training session, two president roundtables per term, joint council meetings with the Interfraternity Council, National Pan-Hellenic Council, and the Multicultural Greek Council at least once a semester.
h. Maintain a complete updated Panhellenic Association President's file which will include a copy of the current Panhellenic Association Constitution, Bylaws, standing rules, and Panhellenic Association Policies; the current Panhellenic Association budget; the current National Panhellenic Conference Manual of Information and related materials received from her National Panhellenic Council Area Advisor; copies of the Panhellenic Association Reports to the Area Advisor, and other pertinent materials.

i. Be responsible for any programming contracts that are endorsed by the Panhellenic Association.

j. Attend Judicial Board Training to serve as the alternative Judicial Board Chairman in case of absence of the Vice President of Judicial Affairs.

k. Serve as the liaison for the Panhellenic Association at Interfraternity Council, National Pan-Hellenic Council, and Multicultural Greek Council meetings or delegate this duty at her discretion.

l. Complete an Association of Fraternal Leadership Values award packet.

m. Complete a National Panhellenic Conference award packet in the biennium year.

n. Attend the Association of Fraternal Leadership Values Conference.

2. Vice President of Judicial Affairs shall:

a. Perform the duties of the Panhellenic Association President in her absence.

b. Serve as Chairperson of the Judicial Board.

c. Enforce all sanctions applied by the Judicial Board and follow up with their completion through appropriate documentation.

d. Maintain a complete, up-to-date Panhellenic Association Vice President of Judicial Affairs file which will include a copy of the current Panhellenic Association Constitution, Bylaws, standing rules, and Panhellenic Policies; the current Panhellenic Association budget; the current National Panhellenic Conference Manual of Information and related information received from the Area National Panhellenic Conference Advisor; copies of all Judicial Board correspondence, hearings, and decisions.

e. Assist the Student Conduct Office Graduate Assistant with Panhellenic Association Judicial Board Training.

f. Be the liaison between chapter risk management chairs and the Panhellenic Association Risk Management Committee.

g. Train chapter risk-management chairs, social chairs, and presidents on relevant risk management issues relative to social functions and the well being of chapter members.

h. Work with the Interfraternity Council Internal Vice President to coordinate Hazing Prevention Week.

i. Plan two Risk Management and Social Chair roundtables per academic term.

j. Complete an Association of Fraternal Leadership Values award packet.

k. Plan two risk management roundtables per term.

l. Attend the Association of Fraternal Leadership Values Conference.

3. Vice President of Public Relations shall:
a. Perform the duties of the Panhellenic Association President in her absence, if so appointed.

b. Be responsible for the development and implementation of public relations initiatives.

c. Work with Interfraternity Council External Vice President in coordinating Greek Discovery Day.

d. Serve as Panhellenic Public Relations Committee Chairperson.

e. Develop and maintain the Panhellenic Association website.

f. Maintain all social media devices regarding the Panhellenic Council.

g. Work with Interfraternity Council External Vice President to create a Greek newsletter once a year.

h. Complete an Association of Fraternal Leadership Values award.

i. Plan two public relations roundtables per term.

j. Attend the Association of Fraternal Leadership Values Conference.

4. Vice President of Programming shall:

a. Perform the duties of the Panhellenic Association President in her absence, if so appointed.

b. Serve as coordinator of all other Standing Committees of the Panhellenic Association with voice but no vote.

c. Serve as the Panhellenic Association philanthropy and community service coordinator.

d. Conduct at least two philanthropy chair roundtables per term.

e. Coordinate with another organization on or off campus to plan one educational event during the year.

f. Work with Interfraternity Council to execute one hazing seminar for new members every fall semester.

g. Organize at least one Panhellenic Association Educational Forum each semester as well as one risk-management workshop each semester.

h. Complete an Association of Fraternal Leadership Values award packet.

i. Attend the Association of Fraternal Leadership Values Conference.

5. The Vice President of Administration shall:

a. Keep an up-to-date roll of the Chapters present at all Panhellenic Association meetings.

b. Keep full minutes of all meetings of the Panhellenic Association.

c. Keep full minutes of all Panhellenic Executive Council meetings.

d. Responsible for providing an agenda for Panhellenic Association meetings as formulated by the Panhellenic Executive Council.

e. Be responsible for the official correspondence of the Panhellenic Association unless provided for otherwise.

f. Send minutes of Panhellenic Association meetings to the Alumnae Advisors, Panhellenic Executive Council, to each Senior Delegate of the Panhellenic Association, Chapter Presidents, Panhellenic Association Graduate Assistant, and Panhellenic Association Advisor.

g. Serve as chairperson of the Scholarship Committee. It will be her responsibility to meet with member scholarship chairs at least once per semester as well as assisting them in areas such as providing resources, program development, and compliance with National Panhellenic Conference recommendations.
h. Plan and coordinate scholarship events throughout the year and organize Month of the Scholar in February. Month of the Scholar duties can include, Goodie Two-shoes, Circle Time, Apple Polishing Dinner, Welcome to the A Team as well as other activities organized by the Vice President of Administration.

i. Complete an Association of Fraternal Leadership Values award packet.

j. Complete a National Panhellenic Conference award packet in the biennium year.

k. Plan two academic roundtables per term.

l. Attend the Association of Fraternal Leadership Values Conference.

6. The Vice President of Finance shall:
   a. Be responsible for the general supervision of the finances of Panhellenic Association.
   b. Be responsible for the preparation of the annual budget and, following its approval by Panhellenic Association, for providing a copy to each Panhellenic Association member.
   c. Receive all payments due to the Panhellenic Association; collect all dues, fees, and fines; and give receipts.
   d. Maintain an up-to-date financial record; give a financial report at the first regular meeting of the month of the Panhellenic Association; give an annual report at the close of her term of office.
   e. It is the responsibility of the Panhellenic Association Treasurer to stay within the approved Panhellenic Association budget and to recommend budgetary increases when necessary.
   f. Plan and execute a Panhellenic Spirit Week.
   g. Complete an Association of Fraternal Leadership Values award packet.
   h. Complete a National Panhellenic Conference award packet in the biennium year.
   i. Attend the Association of Fraternal Leadership Values Conference.

7. The Recruitment Chair Coordinator and Recruitment Counselor Coordinator shall:
   a. The responsibilities of the Panhellenic Fall Recruitment Coordinators shall include but are not limited to:
   b. Work for the elected Panhellenic Executive Council and the Panhellenic Association Advisor during the Spring semester, Summer, Work Week, Fall Recruitment, and Fall semester.
   c. Attend weekly Panhellenic Association meetings and Panhellenic Executive Council meetings.
   d. Attend weekly Recruitment Team meetings during the Spring semester.
   e. Attend and host: orientation events, Greek life luncheons, and Panhellenic Alumnae Association Teas.
   f. Send the spring and summer Potential New Member and parent mailings.
   g. Attend the Association of Fraternal Leadership Values Conference.
   h. Be expected to live in Stillwater throughout the summer in order to carry out their duties for Fall Recruitment.
   i. Coordinate and process applications for Fall Recruitment.
   j. Coordinate housing for Potential New Members, Recruitment Counselors, and the Panhellenic Executive Council during Fall Recruitment.
k. Conduct the recruitment counselor selection process.

l. Assist Panhellenic Association Advisor in providing adequate training for Recruitment Counselors, Chapter Chairpersons and Panhellenic Executive Council for Fall Recruitment.

m. Develop training manuals to be distributed to Recruitment Counselors and Chapter Chairpersons.

n. Assist Panhellenic Association Advisor and Treasurer in maintaining the recruitment budget.

o. Review event schedule and recruitment procedures with the Chapter Recruitment Chairpersons.

p. Disaffiliate from their chapter beginning one month prior to Work Week and lasting until Bid Day and during all Fraternity & Sorority Affairs sponsored events.

q. Conduct post-recruitment evaluation involving Recruitment Counselors, Chapter Recruitment Chairpersons, and potential new members.

r. Update the Membership Recruitment Policies immediately following fall recruitment.

s. Complete an Association of Fraternal Leadership Values award packet.

t. Complete a National Panhellenic Conference award packet in the biennium year.

u. Work with the Fraternity & Sorority Affairs Graduate Assistant and the Coordinator of Fraternity & Sorority Affairs in conducting the application process for the Recruitment Coordinator positions for the following year.

v. Work with the Fraternity & Sorority Affairs Graduate Assistant and the Coordinator of Fraternity & Sorority Affairs in conducting the application process for the Recruitment Coordinator positions for the following year.

w. Assist in the coordination of Greek Discovery Day, held annually in the spring.

x. Assist in the coordination of the Fall Recruitment period.

8. The Continuous Open Bidding Coordinator shall:

a. Plan at least one browse session each semester for informal recruitment and work to publicize and recruit non-Greek students to participate in informal recruitment.

b. Establish procedures for open and informal recruitment periods and keep in contact with chairpersons from the chapters participating in Continuous Open Bidding.

c. Notify the Panhellenic Council Vice President of Finance of all new members affiliated during open/informal recruitment periods and will inform Panhellenic Association Secretary of all new members to the system.

d. During Fall Recruitment – Conduct exit interviews for all women wishing to break Recruitment, help prepare the open list each night, compile list for extending a snap bid on Bid Day morning.

e. Compile a list of Bid Day no-shows so that they will not be placed on the Continuous Open Bidding list or be offered a bid to membership during Continuous Open Bidding.

f. Compile a list of Post Bid Day membership cancellations so that they will be recognized as not eligible to go through Continuous Open Bidding.
g. Work with the Coordinator of Fraternity & Sorority Affairs, Graduate Assistant and the Panhellenic Association Recruitment Coordinators in conducting the application process for the Continuous Open Bidding Coordinator position for the following year.

h. Assist the Recruitment Coordinators to complete an Association of Fraternal Leadership Values award packet.

i. Assist in the coordination of Greek Discovery Day, held annually in the spring.

j. Assist in the coordination of the Fall Recruitment period.

k. Attend the Association of Fraternal Leadership Values Conference.

ARTICLE V. REMOVAL FROM OFFICE

1. Grounds for the removal from office for any officer shall be:
   a. Failure to carry out the duties of their office (as deemed by the Panhellenic Association and the Panhellenic Association Advisor), violation of any Panhellenic Association regulations, or other legislation of the Panhellenic Association.
   b. Being found guilty of violating local, state, and federal laws as well as Oklahoma State University regulations.
   c. Inappropriate conduct unbecoming to a Panhellenic Executive Council and member of the Greek community.
   d. Having excessive absences at Panhellenic Association meetings, Panhellenic Executive Council meetings, and/or Panhellenic Association sponsored events.

2. Additional grounds for removal:
   a. The Fall Recruitment and Continuous Open Bidding Coordinators may be removed from office by a majority vote of the members of the Panhellenic Executive Council.

ARTICLE VI. JUDICIAL BOARD AND PROCEDURES

1. Judicial Board
   a. The Judicial Board shall consist of the Panhellenic Association Vice President of Judicial Affairs as Chairperson and a member of each represented chapter. Representatives shall be nominated by their respective chapter to serve on the Judicial Board. The Panhellenic Association Advisor shall serve as an ex officio member.

2. In a case where an infraction involves a Judicial Board member’s chapter, the Judicial Board member of that chapter shall not be present at the meeting. Should a case involve the Panhellenic Association Vice President of Judicial Affair’s chapter, the Panhellenic Association President, or appointed delegate by the Panhellenic Association President, will serve as the Chairperson in her place.

3. The Panhellenic Advisor will act as an ex officio member. An ex officio member is defined per Robert’s Rules of Order as a persons who are members of the board by virtue of an office or committee chairmanship held in the society, or in the parent state or national society or federation or some allied group by virtue of
4. Members shall serve a term of one year unless expelled by a three-fourths vote of the Panhellenic Association or resignation. In order to provide consistency, membership shall be rotated every other year. The chapter rotation order shall be as follows:
   a. Even Year:
      i. Alpha Chi Omega
      ii. Chi Omega
      iii. Gamma Phi Beta
      iv. Kappa Kappa Gamma
      v. Phi Mu
      vi. Pi Beta Phi
   b. Odd Year:
      i. Alpha Delta Pi
      ii. Alpha Omicron Pi
      iii. Delta Delta Delta
      iv. Kappa Alpha Theta
      v. Kappa Delta
      vi. Zeta Tau Alpha
   c. The nominations must be made within the first three weeks of each respective term.

5. In the event of a tie vote during Judicial Board deliberation the Vice President of Judicial Affairs will be the tie-breaking vote and otherwise will have a voice but no vote.

6. All mediation and Judicial Board hearing outcomes must be agreed upon by a simple majority.

7. All violations excluding recruitment will bypass mediation and result directly in a Judicial Board Hearing.

8. Each Judicial Board representative must attend the Panhellenic Association Judicial Board Training Workshop. The Panhellenic Association Vice President of Judicial Affairs, the Panhellenic Association Advisor, and the Office of Student Conduct Education and Administration Graduate Assistant will conduct the workshop. This workshop should be completed as soon as possible in the beginning of each semester. Failure to attend the workshop will prevent the representative and her chapter from eligibility to serve on a hearing board. Should a representative not be able to attend for uncontrollable circumstances the representative is responsible for contacting the Panhellenic Association Vice President of Judicial Affairs to reschedule a meeting to be trained. Certain situations deemed by the Panhellenic Association Vice President of Judicial Affairs and the Panhellenic Association Advisor will be allowed in which a representative can be excused from training.

9. The standards to be a representative on the Judicial Board shall be that the individual:
   a. Must be an initiated member in good standing; and,
   b. Must have completed at least 30 credit hours; and,
   c. Must have a 3.0 GPA or higher.
10. Two unexcused absences shall result in expulsion. In case of expulsion or resignation, the appropriate chapter alternate shall assume Judicial Board membership.

11. The Judicial Board shall serve a dual role as both a hearing board as well as an appropriations committee for recruitment.

12. Non-voting members shall serve on the Judicial Board as needed for Judicial Board Hearings. Their selection will be on a rotation basis and upon availability.

13. Judicial Process
   a. Fraternities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the Judicial Process will be set in motion by the filing of a report of an alleged violation. Violations must be reported in the following manner on the Panhellenic Association Violation Report available from the Panhellenic Association.
   b. The National Panhellenic Conference Judicial forms shall be used to ensure proper documentation and adherence to the NATIONAL PANHELLENIC COUNCIL UNANIMOUS AGREEMENTS. The forms are:
      i. Panhellenic Association Violation Report
      ii. Panhellenic Association Notice of Infraction
      iii. Panhellenic Association Record of Judicial Board Hearing
      iv. Panhellenic Association Judicial Board Hearing Minutes
      v. Panhellenic Association Notice of Appeal

14. Timing
   a. The Panhellenic Association Violation Report shall be completed and presented to the President of the Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks). If the Panhellenic Association President is unavailable or the violation is against her fraternity/sorority, the report shall be presented to the Panhellenic Association Vice President of Judicial Affairs or Panhellenic Association Advisor.
   b. The Panhellenic Association President and Panhellenic Association Advisor shall review the College Panhellenic Violation Report to ensure it has been filled out completely, including proper signatures and indication of rule/policy violated. An incomplete report shall be returned to the reporting party for completion prior to proceeding.

15. Proper Reporting Authority
   a. Infractions, excluding recruitment infractions, must be reported and signed by the President of a member group on behalf of her chapter.
   b. Recruitment infractions may be reported and signed by either:
      i. President of member group on behalf of her chapter
      ii. Panhellenic Executive Council Recruitment Coordinator
      iii. Potential New Member
      iv. Panhellenic Association Advisor

16. Notice
   a. When a report of an infraction is properly received by the Panhellenic Association the accused fraternity/sorority shall be given formal notification in writing. The Panhellenic Association President shall notify the member group using the Panhellenic Association Notice of Infraction. The Panhellenic Association Violation Report is retained by the
Panhellenic Association President or Panhellenic Association Advisor and is available on request from the accused fraternity. A copy of the Panhellenic Association Violation Report shall be given to the National Panhellenic Conference Area Advisor.

b. The Panhellenic Association Notice of Infraction shall be delivered to the President of the accused fraternity within one week of the Panhellenic Association President’s receipt of the Panhellenic Association Violation Report. If the President of the accused fraternity is unavailable, delivery may be made to another appropriate fraternity officer or advisor. The record of delivery shall be documented on the report. A copy of the Panhellenic Association Notice of Infraction shall be given to the Panhellenic Association Advisor and the National Panhellenic Conference Area Advisor within the same time period.

c. Upon receipt of the Panhellenic Association Notice of Infraction, the accused fraternity shall be contacted the Panhellenic Association President by the end of the second week of school regarding recruitment infractions or within one week to schedule mediation or choose to proceed directly to a judicial board hearing.

d. If the Panhellenic Association Notice of Infraction is delivered during a college/university break, the mediation or the Judicial Board Hearing may be scheduled after classes resume or held during the break if all parties are available.

17. Mediation

a. The purpose of mediation is to find a solution satisfactory to both the complaining party and the accused fraternity/sorority that is appropriate under National Panhellenic Conference UNANIMOUS AGREEMENTS and the Panhellenic Association of Oklahoma State University Constitution, Bylaws and rules.

b. The Panhellenic Association Vice President of Judicial Affairs shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student. The Panhellenic Association Advisor may serve as a mediator if she/he has not filed the violation.

c. Mediation shall be closed to the public. All participants in the mediation shall keep strict confidentiality. The participants shall be representatives from each fraternity/sorority involved, including a chapter advisor or the complaining party if other than a fraternity.

d. In cases of recruitment infractions, the Recruitment Coordinators shall attend only if they have information that explains the violation. After they present their information, they shall be excused from the mediation.

18. Mediation Process will be as follows:

a. Mediator

   i. The mediator is a NEUTRAL person with a clear understanding of the process of mediation. The mediator is NOT a decision maker, but must be in control of the process. This is a matter that the parties need to agree to PRIOR to the onset of mediation. The mediator sets the tone of the mediation—somewhat informal, but structured. S/he is the one who can assist the parties in understanding the issues and assist them in reaching a satisfactory resolution, OR a decision that the matter cannot be
resolved without further action. S/he must be one with no vested interest in the outcome of the case.

b. Parties Involved
   i. Each party, both the accused (defendant) and the accuser (complainant) must be willing to be open and candid. ALL RECORDS pertaining to the action should be available for both parties to review. The parties MUST be willing to work toward an agreement.

c. Who May Attend
   i. The person attending (representing each chapter) MUST be the decision maker for the groups involved. The likely person would be the Chapter President and in the case of a recruitment infraction, the Recruitment Chair. Depending on who filed the infraction, the complainant or her group should send an equal number of participants should they choose to attend. It is important that each chapter limit the number of people attending. There may be some instances when more than one group files an infraction on another group. When this occurs, the groups filing the infraction must select one or two persons to represent them in the mediation. In rare cases the Panhellenic Association Recruitment Coordinator and/or the Panhellenic Association President may attend, because of information that they need to bring to the table. There will be no observers in attendance. Each party may have a chapter advisor present. It is very important to limit the number of attendees at mediation and the mediator has the responsibility of seeing that the representation is both small and equal.

d. Counsel (Chapter Advisor)
   i. Each party is entitled to have a Chapter Advisor come with her as an advisor in the mediation. The Chapter Advisor has the benefit of knowledge and experience beyond the college students and would be a benefit for both parties. Mediation is most effective if the parties involved do the telling of their version of the event and the Chapter Advisor acts as an “advisor”. In other words, the college women representing their respective groups need to do the talking but should have the benefit of conferring with their Chapter Advisor when they feel it is necessary.

e. Setting
   i. It is most important that both parties feel that the mediation is held in a NEUTRAL place. An oval or rectangular table with the parties facing one another and the mediator at the head of the table gives reassurance that this is a serious forum.

f. Process
   i. The mediator begins by setting the “ground rules” with regard to the behavior of all involved with the mediation. Each side should be allowed to tell her version of the events in an uninterrupted, civil manner. Each party is encouraged to take notes so that if questions arise which need answers, they can ask those questions later after each side has had the opportunity to give information. The parties should be advised it might be necessary
for the mediator to meet with the parties individually to reach an agreement. In the caucuses (individual meetings), the parties may give the mediator information that s/he cannot divulge to the other party without specific clearance. The mediator may need to meet with the parties separately more than once and may spend different amounts of time with one side.

g. Conclusion of Mediation
   i. At the conclusion of the mediation, the mediator meets with the parties and their Chapter Advisor to complete the Panhellenic Association Record of Mediation. They will write an agreement OR in case no agreement was reached they will identify a list of issues. Both parties will sign the agreement or the list of issues. The list of issues will be used in a Judicial Board Hearing, which will follow at a later date. Minutes will not be taken at the mediation. The Panhellenic Association Record of Mediation will be completed by the Mediator, with one copy given to the Panhellenic Association Advisor and one copy to the accused group.

19. Judicial Board Hearing
   a. In the event mediation is not successful, a Judicial Board hearing shall be held.
   b. The Panhellenic Association shall establish procedures to be followed during a judicial board hearing.
   c. Judicial Board Hearings shall be closed to the public. The participants in the Judicial Board Hearing shall be representatives from each fraternity/sorority involved, including a chapter advisor or the complaining party if other than a fraternity, the Panhellenic Association President, the Panhellenic Association Advisor and in cases of recruitment infractions, the Recruitment Coordinators.
   d. Quorum for all Judicial Board hearings will be set at 2/3 from the Judicial Board delegates.
   e. Judicial board procedures are as follows:
      i. The accused shall be notified by the Panhellenic Association Vice President of Judicial Affairs or President that she or the group is accused of violating a Panhellenic Association Policy or Regulation. Upon filing the violation with the Judicial Board, the Panhellenic Vice President of Judicial Affairs or President will file a copy of the complaint report with the accused person/group, the Panhellenic Advisor, and the National Panhellenic Conference Area Advisor, and Oklahoma State Student Conduct within one week of the Panhellenic President’s receipt of the Violation Report.
      ii. At least one week prior to the hearing, the chapter shall be entitled to the following:
         1. Written notification of the time and place of the hearing.
         2. A written statement of the charges of sufficient particularity to enable the student/group to prepare a defense.
   a. The chapter shall be entitled to appear in person and to present the defense to this judicial body and may call witnesses in her/their behalf. The chapter may also elect not to appear before the judicial body. Should
she/they elect not to appear, the hearing shall be held in the chapters absence.
b. The failure of a student/group to appear shall not be taken as indicative of guilt and must be noted without prejudice.
c. The chapter shall be entitled to know their accuser.
d. The chapter shall be entitled to be accompanied by counsel of her/their choice.
e. The chapter or counsel shall be entitled to ask questions of the judicial body or of any witnesses.
f. The chapter shall be entitled to refuse to answer questions.
g. The chapter shall be entitled to an expeditious hearing the case.
h. The chapter shall be entitled to explanation of the reasons for any decision rendered against her/them.
i. Judicial Hearing Outline:
   i. Call to Order
   ii. Introductions
   iii. Three minute maximum opening statement by complainant
   iv. Three minute maximum opening statement by respondent
   v. Call of complainant witnesses and questioning
   vi. Call of respondent witnesses and questioning
   vii. Closing statement of complainant
   viii. Closing statement of respondent
   ix. All in attendance except judicial board chairperson and members excused for Deliberation Phase
   x. The determination of “in violation” or “not in violation” is made and
   xi. Sanctions are imposed
   xii. Determination, sanctions and appeal information is put in writing and mailed to groups involved

20. Penalties
   a. Each College Panhellenic Association shall strive to achieve a fair and reasonable resolution for infractions. Penalties should be assessed to fit the nature and degree of the offense.

21. Inappropriate Penalties
   a. Monetary fines shall be acceptable only for measurable infractions (i.e., late invitation lists, late events, etc.). The amounts shall be predetermined by a vote of the College Panhellenic Association and stated in the Membership Recruitment Policies.
   b. Penalties shall not forbid formal or informal entertainment that is part of membership recruitment or the observance of an inter/national fraternity celebration.
   c. Penalties shall not affect a fraternity chapter's Quota or Total.
   d. Penalties shall not affect the time of new member acceptance and/or initiation.
   e. Penalties shall not forbid the right of a National Panhellenic Conference fraternity to vote in Panhellenic Association meetings.

22. Duration of Penalties
   a. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.

23. Fines
a. In the case that a Judicial Board or Mediation sanction is not completed on time, a fine of $50 per day late will be assessed.

24. National Panhellenic Conference Notification of Penalties
   a. Within 24 hours of the successful completion of mediation or the judicial board hearing, the Panhellenic Association Vice President of Judicial Affairs shall send a copy of the College Panhellenic Association Record of Mediation or Judicial Board Hearing (not including the minutes) to the National Panhellenic Conference Area Advisor, the National Panhellenic Conference Delegate and the Inter/National President.

25. Appeals
   a. Judicial Board Decision. A decision of the Women’s Panhellenic Association Judicial Board at Oklahoma State University may be appealed by any involved party to the National Panhellenic Conference College Panhellenic's Judicial Appeals Chairperson. An appeal shall be filed with the College Panhellenic President using the College Panhellenic Notice of Appeal within one week of the decision. A penalty shall begin only after all properly filed appeals have been decided; however, should a sanctioned fraternity/sorority choose to begin fulfilling all or part of the stipulations of the sanction pending the outcome of filed appeals, the fraternity/sorority shall have that option.
   b. National Panhellenic Conference College Panhellenic's Judicial Appeals Committee. If the National Panhellenic Conference College Panhellenic's Judicial Appeals Committee is unable to resolve the appeal, the Committee Chairperson shall be responsible for the further conduct of the case. She shall submit by certified mail, return receipt requested, all data regarding the appeal to the Inter/National President(s) of the fraternity(s)/sorority(s) involved.
   c. Inter/National Presidents. If the Inter/National Presidents cannot resolve the case by discussions among themselves, the case may be referred by any Inter/National President involved to the National Panhellenic Conference Executive Committee.
   d. National Panhellenic Conference Executive Committee. If the National Panhellenic Conference Executive Committee cannot resolve the case, it may be appealed either by the Inter/National President or by the National Panhellenic Conference Executive Committee to the National Panhellenic Conference.
   e. National Panhellenic Conference. The decision of the National Panhellenic Conference shall be final.

ARTICLE VII. EXECUTIVE COUNCIL

1. The Executive Council shall:
   a. Appoint all Standing and Special Committees and their Chairperson, and in making these appointments, recognize representation from all member fraternities.
   b. Administer routine business between meetings of the Panhellenic Council and other business as approved for action by the Panhellenic Council vote.
   c. In the event a Panhellenic Executive Council member is applying for an open position, a special appointment committee will be selected. The special appointment committee will consist of the two top ranking
The past Chairperson should sit in on the special appointed committee with voice but no vote.

d. Meet with chapter executive councils at least once a semester.

e. Establish officer, council, and chapter goals at the beginning of their term and revise them at the beginning of each semester.

f. Uphold the OSU Women’s Panhellenic Code of Ethics and Mission Statement and strive towards Greek unity within Panhellenic, all Greek councils, and to the university.

g. All executive officers must attend all Panhellenic sponsored events.

h. Assist the Recruitment Coordinators with the coordination of Fall Recruitment, Continuous Open Recruitment, and Informal recruitment periods.

i. Be responsible to serve as a Chairperson of an individual standing committee. The Chairperson will then appoint a Co-Chairperson for that committee.

j. Maintain grade point average requirement of 3.0. The Panhellenic Advisor shall review grades of officers following the conclusion of the spring semester. In the event that an officer’s grade point average is below 3.0 they will meet with the Panhellenic Advisor at the Advisor’s discretion until it is brought up.

ARTICLE VIII. EXECUTIVE COMMITTEES AND CHAIRPERSONS

1. Judicial Board
   a. The Panhellenic Association Vice President of Judicial Affairs shall serve as Judicial Board Chairperson.
   b. See Article XIII.

2. Awards Committee
   a. The Panhellenic Executive Council shall be responsible for distributing forms and acquiring judges for the Panhellenic Awards, the Karen Irey Award, and the Mary Cheryl Mannering Awards. The Panhellenic Executive Council shall be responsible for coordinating the presentation of these awards and for proposing changes in criteria for the Panhellenic, Karen Irey, and Mary Cheryl Mannering Awards, when deemed necessary by the Council. The Awards Committee shall be responsible for filing applications with National Panhellenic Conference Awards Committee on behalf of the Panhellenic Association for all awards the Panhellenic Association may be eligible.
   b. The Panhellenic Executive Council shall be responsible for keeping an updated list of awards on file in the Office of Fraternity & Sorority Affairs.

ARTICLE IX. STANDING COMMITTEES

1. The Standing Committees of the Panhellenic Council shall be:
   a. Awards Committee
   b. Philanthropy Committee
c. Scholarship Committee
d. Risk Management Committee
e. Public Relations Committee

2. Committee Terms and Appointment
   a. The Standing Committee members shall serve for a year term beginning in January.
   b. The Standing Committee co-chairperson will be appointed by the Panhellenic Executive Council when deemed necessary. The Chairperson shall be responsible for corresponding with committee members and the Panhellenic Executive Council. Each committee will be made up of the respective officer position from each chapter.

3. Awards Committee
   a. Duties. The Panhellenic Executive Council shall be responsible for distributing forms and acquiring judges for the Panhellenic Association Awards, the Karen Irey Award, and the Outstanding Pledge class. The Panhellenic Executive Council shall be responsible for the presentation of these awards. The Panhellenic Executive Council shall be responsible for proposing criteria for the Outstanding New Member Class Awards and for proposing changes in criteria for the Panhellenic Association and Karen Irey Awards when deemed necessary by the Panhellenic Association. The Panhellenic Executive Council shall be responsible for filing applications with National Panhellenic Conference Awards Committee on behalf of the Panhellenic Association.
   b. The Awards Committee members will be the Junior Panhellenic Council delegates.
   c. The Panhellenic Executive Council shall be responsible for keeping an updated list of awards on file in the Office of Fraternity & Sorority Affairs.

4. Philanthropy Committee
   a. Duties. The Philanthropy Committee shall be responsible for any Panhellenic Association matter related to philanthropy during the fiscal year. The Committee shall be responsible for coordinating a philanthropy event for the fiscal year. The Committee will be responsible for providing an updated list of all chapter philanthropies in the Office of Fraternity & Sorority Affairs.

5. Scholarship Committee
   a. Duties. The Scholarship Committee shall be responsible for sharing scholarship programs with individual chapters, and providing access to the available resources on campus. The committee will promote a positive scholarship program and formulate goals and active plans within the chapters.

6. Risk Management Committee
   a. The Risk Management Committee shall be responsible for coordinating risk reduction programming for the women’s fraternities/sororities. The committee shall also work with the Interfraternity Council Risk Management Committee to coordinate system risk reduction programming.
   b. The Risk Management Committee shall be responsible for helping coordinate Hazing prevention Week with the Panhellenic Vice President of Judicial Affairs as well as the Interfraternity Council Internal Vice President.
7. Public Relations Committee
   a. Duties. The PR Committee will be responsible for promoting and developing marketing materials for seminars, educational forums, and any other activities based upon the discretion of the Panhellenic Association Vice President of Public Relations.

ARTICLE X. STANDING RULES

1. Guest Lists for Social Events
   a. The Panhellenic Association has accepted the motion to require guest lists to be turned in, the following stipulations shall be put into place:
   b. A social event is defined by any event sponsored by one or more chapters (i.e. functions and date parties).
   c. All other social events, not defined in item, include coke dates, sisterhood activities, philanthropy events, etc.
   d. If a chapter co-hosts an event with an Interfraternity Council, Multicultural Greek Council or National Pan-Hellenic Council chapter, the men and/or women of their chapter must also be included on the guest list.
   e. Each chapter must submit their guest list, including all chapter members attending as well as their date’s name and age, to the Office of Fraternity & Sorority Affairs within five working days after the event.
   f. Five working days after the event has occurred, an invoice or receipt of proof of third party vendor must be turned into the Office of Fraternity & Sorority affairs.
   g. Failure to comply will result in a Judicial Board hearing.

2. OSU Panhellenic will support the safety of their chapters and chapter members, and will continue to enhance their risk management endeavors.

3. Social Events
   a. All social events must be registered with the office of Fraternity & Sorority Affairs at least Seven days before the scheduled event. If the event is not registered seven days in advance, the following will occur:
      i. First Offence:
         1. An appointment must be made with the Office of Fraternity & Sorority Affairs by the chapter president, social chairman, and risk management chairman when the registration form is received late to discuss the chapter’s risk management policies.
         2. If more than one chapter is involved with the activity, the previously mentioned chapter officers from each chapter must all meet with the staff at the same time.
         3. A $25/day fine will be assessed to each chapter involved that fail to register the event in the Office Fraternity and Sorority Affairs by the fourth day of the seven day required period. This makes the maximum fine amount to $100.
         4. If the chapter(s) registers the event within three days of the scheduled activity, the chapter(s) must reschedule the event to meet the seven-day requirement.
      ii. Subsequent Offenses:
1. When a chapter registers an event late, the chapter must reschedule the event to meet the seven-day requirement.
2. The chapter will be subject to an Administrative Review.
3. The chapter will be subject to a Judicial Board hearing.

b. All chapters found to have an unregistered function or involved in an unregistered function will be subject to a Judicial Board hearing.

4. Scott Carter Basketball Tournament
   a. The Panhellenic Association has accepted the motion to participate in philanthropy events, the following stipulations shall be put in place:
      i. The National Panhellenic Conference groups will participate in the Scott Carter Basketball Tournament in conjunction with Jr. Greek Life.
      ii. Junior Greek Life will provide all the information and forms needed for participation in the event.
      iii. Requirements for participation include sponsoring and facilitating a team to play in the tournament.
      iv. The requirements and regulations for play will be distributed to all chapters
      v. Junior Greek Life members and Junior Greek Life facilitators will be responsible for encouraging and mandating chapter participation.
      vi. Failure of a chapter to do its duty in supporting Junior Greek Life in the Scott Carter Basketball Tournament will result in a Judicial Board Hearing.
   b. Panhellenic Association encourages the following as a vision for the Scott Carter Basketball Tournament:
      i. Fundraising event that would fund the Scott Carter Foundation.
      ii. Each Chapter makes a donation through the sponsorship of a basketball team.

5. Homecoming
   a. The Panhellenic Association has accepted the motion renouncing the excessive involvement of National Panhellenic Conference groups in the process of homecoming pairings.
   b. The Panhellenic Association will not allow any type of fire up during the hours of 12 am and 6 am, with the exception of All-Night Pomp.
   c. Homecoming Fireups are to be defined as, but not limited to the enticing, promoting, or bribing of Interfraternity Council chapters for homecoming pairings.
   d. The Panhellenic Executive Council of the Panhellenic Association will limit the monetary amount, which shall not exceed $50 dollars.
   e. The chapters will refrain from purchasing alcohol with chapter money or with individual chapter member’s money
   f. Chapters are not allowed to require their members to complete more than 12 pomping hours per week.
   g. Failure of a chapter to obey these regulations will result in Panhellenic Association Judiciary Board.

6. Philanthropy
a. The Panhellenic Association has accepted the motion to participate in the philanthropic events of its membership, the following stipulations shall be put in place:

i. Each chapter must reserve its philanthropy event date(s) for the Panhellenic Association philanthropy calendar by November 15th and April 15th for the following semester’s calendar or as set forth by the Panhellenic Executive Council. After this date, there will be a seven-day grace period to turn in event dates after which the chapter has forfeited their right to require the event. Contact Panhellenic Executive Council for any special arrangement or concerns.

ii. In the event that any chapter needs to change/add/delete days reserved for their philanthropy, approval of these changes will be left up to the Panhellenic Association Vice President of Programming.

iii. The Panhellenic Association discourages the scheduling of multiple chapter philanthropies on a given week, whether required or not. However, in the event that two or more chapters request dates on the same week, preference will be determined by the order in which chapters submit their event date. Chapters have the option of reaching a mutual agreement to hold philanthropy events on the same day. Documentation of this agreement must be given to the Panhellenic Association a month after the November and April Reservation Date. Final confirmations in scheduling will be made at the discretion of the Panhellenic Association Vice President of Programming.

iv. Each chapter must send 13 representatives to the philanthropy event listed on the calendar for each respective group. If the event involves teams, then each chapter must register a team even if the number is less than 13.

v. Entry fees: Fees shall be limited to $75 per team or $7.50 per person.

vi. Failure to comply will result in a Judicial Board Hearing.

vii. If a conflict arises and a chapter is unable to participate in certain philanthropy, a compromise must be made between the involved chapters.

1. If a chapter hosts more than one philanthropy event, the chapter may choose which one to list on the calendar or may choose which event will be required attendance by other chapters.

viii. All chapters are required to submit the date of their initiation week so that other chapters can plan philanthropy events accordingly. If a philanthropy event is scheduled during a chapter’s initiation week, that chapter will be excused from participation.

ix. The Panhellenic Chapters will provide a check in list to be returned to the Vice President of Judicial Affairs by the chapter hosting the philanthropy following the event.

x. If a chapter chooses not to participate in any required event, a formal letter will be sent to the chapter president, and late
payment will be due within two weeks. If no payment is received, a Judicial Board Hearing will be scheduled.

xi. Repeated failure to participate in the required philanthropy events may result in a judicial board hearing at the discretion of the Panhellenic Executive Council.

xii. All philanthropic and community service events must be within the guidelines of the Alcohol and Hazing policies of Oklahoma State University and Interfraternity Council/Panhellenic Association.

b. The Panhellenic Association and the Interfraternity Councils have participated in the philanthropic endeavors of their respective member chapters, the following stipulations will be met regarding the structure and implementation of week long events between Interfraternity Council and Panhellenic Association member chapters:

i. The appropriate chapter must submit paperwork regarding date/times and activities to the Panhellenic Association Vice President of Programming at least three weeks prior to the event. The event must be no longer than three days in length (i.e. events on Tuesday, Wednesday and Thursday).

ii. The appropriate representative from each chapter must inform all involved councils of the projected event dates and activities three weeks prior to the first event date. Fulfilling this requirement involves attending the weekly Panhellenic Association and Interfraternity Council meetings.

iii. All philanthropy and community service events planned must be within the guidelines of the Alcohol and Hazing policies of Oklahoma State University and Interfraternity Council/Panhellenic Association.

iv. We encourage the disuse of scavenger hunts as philanthropy events, due to the fact that many sororities are forbidden to participate in such events.

v. The proposed philanthropy must not include events that require more than 50% of sorority membership.

vi. Each event within the week must involve actual benefit for the philanthropy involved. Participation points shall be awarded as opposed to spirit points, so that each chapter participating in the events receives a set amount of points.

vii. Entry fees shall be limited to $75. Sales of tickets for events, t-shirts, etc. are not included in this fee.

c. Philanthropy Rotation

i. The Oklahoma State University Panhellenic Association will be on a three-year rotation system that requires each of its chapters to attend eight required philanthropies during the academic year.

ii. All philanthropy events must be in compliance with the Philanthropy Resolution from 2008. The stipulations include, but are not limited to the following:

1. Entry fees for all philanthropy events may not exceed $75/chapter or $7.50 per person.
2. The event must be no longer than three days in length.
3. Spirit Points will be given to chapters who attend philanthropy events that are not in their rotation for that
academic year. The amount of points will be determined by the Panhellenic Executive Council.
4. The rotation will shift alphabetically by three (3) chapters at the beginning of each Fall academic term.

ARTICLE XI. ADMINISTRATION OF MEMBERSHIP AND MEMBERSHIP SELECTION

1. An early fall recruitment period shall be held for all Panhellenic Association members of Oklahoma State University wishing to participate.
2. Except during the formal recruitment period, pre-finals week and finals week continuous open bidding shall be in effect during the college year (fall through spring) for all eligible women students.
3. If a chapter has not filled new member quota(s) during formal recruitment, they may do so in continuous open recruitment even though the chapter exceeds total.
4. The preferential bidding system shall be used.
5. Every regularly enrolled woman pledged, initiated, or affiliated by a chapter shall be counted as a member of that chapter.
   a. A membership roll of pledged, initiated, and affiliated members shall be filed with the Office of Fraternity & Sorority Affairs by the end of the third week of classes in each semester. Failure to act will result in a fine of $25 per day for every day the lists are not turned in.
   b. These lists shall also include the names and phone numbers of the chapter officers as well as the names, addresses and phone numbers of the Chapter Advisors.
   c. Any termination or other change in membership shall be reported to the Office of Fraternity & Sorority Affairs within one week of the membership status change.
6. Membership selection events and summer contacts shall follow the procedures of the Oklahoma State University’s Panhellenic Association Policies, Fall Recruitment Policies, and Summer Recruitment Policies.
7. Chapter Total
   a. Chapter total will automatically readjust immediately following formal recruitment.
   b. Chapters will update their rolls at the first Panhellenic Council meeting of the year, which occurs during Work Week.
   c. Membership cards will be turned in to the Office of Fraternity & Sorority Affairs immediately following bid day and no later than the Monday following recruitment; during Continuous Open Recruitment membership cards must be turned into the Office of Fraternity & Sorority Affairs within 24 hours of bid acceptance.
   d. Chapter total will automatically be readjusted immediately following recruitment after the Office of Fraternity & Sorority Affairs finalizes roll updates.
   e. Total will be determined by the average chapter size, rounded down to the nearest whole number.
   f. The Panhellenic Executive Council will communicate with the Area Advisor to reevaluate chapter total in the spring semester and set a chapter total that is appropriate. If necessary the number will be changed
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with the approval of the Area Advisor, Manager of Fraternity and Sorority Affairs, and the Coordinator of the Office of Fraternity and Sorority Affairs.

ARTICLE XII. REQUIREMENTS FOR NEW MEMBERS AND INITIATION

1. A Panhellenic Association member may not issue an invitation to membership to a woman during the summer vacation period.
2. Each applicant will be asked to give her high school or college GPA and ACT score. College GPA will be considered if the potential member has completed at least 12 hours of college credits.
3. To be eligible for initiation into any fraternity/sorority, an individual shall be considered a full time student by the University attended during the semester(s) of her new member status and membership status.
4. Enrollment as a full time student as defined by the University and as stated in the OSU Students Rights and Responsibilities Governing Student Behavior is required by Panhellenic Association for initiation into women's fraternities/sororities or colonies. The grade point average for initiation is computed on the final semester grades for the official spring, fall, and summer semesters unless otherwise stated in the national constitution, bylaws, or policy of the individual fraternity/sorority member groups.
5. A list of all prospective members to be initiated shall be submitted in writing to the Office of Fraternity & Sorority Affairs for approval as well as proof that all prospective members are full time students no less than seven days after initiation. Failure to do this will result in a fine as well as postponement.
6. No chapter shall initiate any women without permission from the Panhellenic Executive Council and without an eligibility check from the Office of Fraternity & Sorority Affairs.
7. Any exception should be brought before the Judicial Board before the individual's initiation.
8. No initiation may occur the last two weeks of the spring or fall semester, pre-finals week and finals week.

ARTICLE XIII. HAZING

Hazing is defined as any activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; being forced to publicly wear apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies. Every new member/member shall be required to read and sign the Men's and Women's Fraternity Hazing Code within the first two weeks of school. New members shall be required to attend a presentation of the Executive Council on hazing before signing the code. If hazing is seen it is to be reported to the Office of Fraternity and Sorority Affairs.
ARTICLE XIV. EXTENSION

1. When all chapters at Oklahoma State University are near chapter total or over individual house capacities, and/or upon recommendation of the Panhellenic Association Advisor, the Panhellenic Association shall consider adding another chapter(s) to the Oklahoma State University campus.

2. After the decision to expand has been made, extension procedures shall be as follows:
   a. First consideration will be given to National Panhellenic Conference fraternities/sororities that have previously had chapters at OSU;
   b. Consideration will also be given to National Panhellenic Conference fraternities/sororities, which have filed letters expressing an interest in the campus.
   c. If a local sorority exists and wishes to affiliate with a National Panhellenic Conference fraternity/sorority, the choice of the local sorority takes precedence.
   d. If none of the above situations exist or the Panhellenic Association deems necessary, the National Panhellenic Conference Chairperson for Extension shall be contacted for procedural advice and guidance. Also, if requested, the Chairperson will contact other National Panhellenic Conference fraternities notifying them of the desires of the Panhellenic Association to add another chapter(s).

3. The Panhellenic Association will prepare an information letter to be sent to National Panhellenic Conference fraternities/sororities that should include data regarding the University, the Panhellenic Association, and housing arrangements.

4. In return, the National Panhellenic Conference fraternities/sororities will be requested to submit data regarding their 1) history and development, 2) philosophy and programs, 3) alumnae support, 4) national support, 5) financial obligation, 6) colonization procedures, and 7) other information Panhellenic deems necessary.

5. Fraternities/sororities will be invited to make presentations based on information received and their expected compatibility with the University's Greek system. The selection and invitation will be made by the Panhellenic Association.

6. After all presentations by national fraternities have been made, the Panhellenic Association will vote (three fourths majority) to recommend the fraternity/fraternities to the Vice President for Student Affairs through the Director of the Student Union.

7. Panhellenic Association Policies of "Colonization Procedures" shall be followed. (See Panhellenic Polices XI.)

ARTICLE XV. FINANCE

1. Fiscal Year
   a. The fiscal year of Panhellenic Association shall be from January 1 to December 31 inclusive. The official semesters are Spring and Fall.

2. Contracts
a. Two of the following signatures shall be required to bind the OSU Panhellenic Association: the President, the Vice President of Finance, a Recruitment Coordinator and the Advisor.

3. Checks
   a. All checks issued on behalf of the Panhellenic Association shall be signed by two of the following three people: the Vice President of Finance, President, or Advisor. During the formal recruitment period, Recruitment Coordinators shall be authorized to cosign.

4. PAYMENTS
   a. All payments due to the Panhellenic Association shall be made payable to the “OSU Panhellenic Council” and given to the Vice President of Finance to record the transaction. Checks shall be accepted for any assessment, dues or fines. All fines will be due two weeks after the Vice President of Finance issues the invoice.
   b. All payments made by the Panhellenic Association shall be signed by the Vice President of Finance, President, or Advisor. During the formal recruitment period, Recruitment Coordinators shall be authorized to cosign.

5. Membership Dues
   a. Individual sorority Panhellenic Association dues will be ten dollars per year per member/new member listed on their membership rolls as of October 15. Dues will be collected on an annual basis (both fall and spring dues) in one lump sum and will be past due after November 29. Five of the ten dollars goes to the Office of Fraternity & Sorority Affairs to the maintenance and operation budget of the department, three dollars of the ten goes to Panhellenic Association programming, and two dollars of the ten goes to the Panhellenic general maintenance account. The Panhellenic Executive Council will decide if dues should increase, and the Panhellenic Council will vote to approve.

6. Non-Budgeted Expenses
   a. Any non-budgeted expense must be approved by Panhellenic Council. In an emergency situation in which a financial commitment of more than the amount set forth in the policies is required before the next regularly scheduled meeting, and an emergency meeting is impractical, the Panhellenic Executive Council may approve the expense if the Panhellenic Association Advisor so approves. The emergency expenditure shall be fully disclosed at the next Panhellenic Association meeting.

7. Scholarships
   a. Panhellenic Association President will receive a $500 scholarship during her term of office. The Panhellenic Association Recruitment Coordinators shall receive a summer stipend of $1,000 each during the months of June and July; and, they will receive the amount of $500 each during the months of May and August. The Panhellenic Association Continuous Open Recruitment Coordinator will receive a summer stipend of $500 during August.